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15 MAR 1971

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 12 March 1971

1. Voluntary Investment Plan: The VIP Board of Trustees held a special Board meeting on 9 March. At this meeting approval was reached on procedures for processing direct payments to VIP [REDACTED]

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[REDACTED]

The Board also approved the VIP payroll deduction authorization form.

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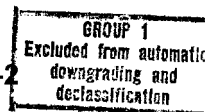
2. Cooperative Education: This week [REDACTED] will visit Northeastern University at Boston to interview co-op candidates.

3. Summer Employment: EOD letters have been sent to 158 summer employee applicants to date. Security and medical processing has been completed on this group. The remaining 42 will receive their letters as we receive approval from the Office of Security and the Office of Medical Services.

4. Position Classification: Position descriptions for OGI, OGR, and OBOI are being reviewed to determine the degree of currency. Later, position audits will be conducted when appropriate. Some 67 standard descriptions are involved.

5. Speaker for Reserve Program: Brigadier General Leonard E. Fribourg, Director, Division of Reserve, Headquarters Marine Corps, will address the

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combined members of the JMRMC at the Headquarters Auditorium at 1745 tonight. The subject for General Fribourg's presentation will be "Current Developments in the U. S. Marine Corps Reserve."

C. Physical Fitness Room: On Monday, 8 March 1971, the Physical Fitness Room had a record participation: 140 men and 45 women for a total of 185. We are of the opinion that the installation of the new track was instrumental in establishing this new record.

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Harry B. Fisher  
Director of Personnel

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